FSC-16-A.XLS

NEW HIRE EMPLOYMENT PAPERS

FORWARD IN SALES PERSONNEL ENVELOPE:	REG F/T	TEMP F/I	TEMP P/T
Field Sales Employee Agreement (Form 104) (1) (2)	X	X	X
Application (Form 1456A)	X	X	X
HRIS New Hire Form (Form 7158)	X	X	X
Federal W-4 or W-4A and any applicable State tax forms	X	X	X
Information for Tax Purposes (Form 8822)	X	X	X
Emp. Invention/Confidentiality Agreement (Form 2399)	X	X	X
Employment Eligibility Certification Form I-9 (3)	X	X	X
Authorization for Automatic Deposit (Form 6281) (4)	X	X	X
Conditions for P/T, Temporary Employment (Form 5563)		X	X
Affirmative Action Policy/Equal Employment Opportunity (Form 65)		X	X
Field Sales Employee Handbook (5)	X		
Invitation to Identify (Form 4837)	X	X	X
Social Security Card (copy)	X	X	X
Birth Certificate (copy)	X	X	X
College Diploma of proof of degree (if applicable) (copy)	X	X	X
Current Valid Driver's License (copy)	X	X	X
Verification of Automobile Insurance (copy)	X	X	X
FORWARD IN MEDICAL DEPARTMENT ENVELOPE:			
Post-Offer Medical Questionnaire (Form 474)	X	X	
FORWARD IN FLEET ADMINISTRATION ENVELOPE:			
Vehicle Agreement (Form 506 or 506A)	X	X	X
FORWARD IN SALES FINANCE ENVELOPE:			
Field Sales Operating Fund (Master Form 6217)	X	X	
FORWARD IN EMPLOYEE BENEFITS ENVELOPE:			
Medical/Dental Enrollment Form (Form 5401 or 5401A) (6)	X		
Life Insurance Enrollment Form (Form 5517)	X		
Capital Investment Plan Beneficiary Designation Form (Form 885)	X	X	X
Connect Transaction Authorization Form (Form 722A)	X	X	X
FORWARD IN RCFCU ENVELOPE:			
RCFCU Voluntary Payroll Deduction (Form 2593)	X	X	X

NOTES:
(1) Form 104 is critical; no account number can be assigned without a completed and signed form.
(2) Any change in employment status requires a new Field Sales Employee Agreement (Form 104) to be signed and forwarded to Sales Personnel.
(3) Follow instructions on back of form.
(4) Optional, but Regular and Temporary employees may request.
(5) Employee Handbook to be given to all Regular Full-time new hires; Employee receipt (all 3 pages) forwarded to Sales Personnel.
(6) Form 5401 is for Winston-Salem based employees. Form 5401A is for all other employees. Dependent's SSN and DOB must be provided to complete forms.

IMPORTANT REMINDER: The "10 Commandments of Antitrust" pocket card should be given to all new hires at the time employment papers are completed.

PLACE ALL ENVELOPES IN AN AIRBORNE OVERNIGHT PACKAGE AND MAIL TO:

Dot Draper
Sales Personnel Department
R. J. Reynolds Tobacco Company
401 N. Main Reynolds Building - 8th Floor
Winston-Salem, NC 27101

51846 9475

Source: https://www.industrydocuments.ucsf.edu/docs/pmjy0000